



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Montre' Freeman, City Manager  
Alicia Steward, Finance Director

**Date:** April 6, 2023

**Re:** Consideration / Discussion – 2023 Budget Calendar

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***BACKGROUND:***

In January, staff proposed a budget calendar to the Council for adoption. The proposed calendar, which was subsequently approved, utilized the Council's already existing work sessions as "budget work sessions" and added additional 5:30 p.m. budget work sessions before several of Council's regular meetings in an attempt to eliminate the Council needing to come in on "extra" days. The original calendar is displayed below:

Date	Action
April 10, 2023	Manager's Presentation of Budget
April 24, 2023	General Fund Discussion
May 8, 2023	Enterprise Fund Discussion
May 15, 2023	Wrap-up Budget Discussion
May 23, 2023	Call for a Public Hearing
June 12, 2023	Hold Public Hearing for FY 2023-2024 Budget
June 26, 2023	Adopt Final Budget

***ANALYSIS:***

Having some confusion around the calendar, new dates were proposed, which are as follows:

Date	Action
April 17, 2023	Manager's Presentation of Budget

May 1, 2023	Enterprise Fund Discussion
May 15, 2023	General Fund Discussion (PD, Fire, HR, IT, Planning and Zoning)
May 23, 2023	Call for a Public Hearing
May 30, 2023	Continue Budget Discussion (Public Works, Electric P&R, Finance, ECDI)
June 5, 2023	Revenue Discussion
June 12, 2023	Hold a Public Hearing / Adopt the Budget
June 19, 2023	Additional Date if Needed for Further Discussion

If the Council decides to adopt the new calendar, the following would be special 5:30 budget work session meetings: April 17<sup>th</sup>, May 1<sup>st</sup>, May 15<sup>th</sup>, May 30<sup>th</sup>, June 5<sup>th</sup>. June 19<sup>th</sup>, the additional and optional discussion day would also be a special 5:30 work session.

The Council may also stick with the original calendar; however, since we have now missed the April 10<sup>th</sup> presentation / special work session, we would recommend that a special work session is called for April 17<sup>th</sup> in order to make up for that date.

***STAFF RECOMMENDATION:***

By motion, give staff direction on which calendar the Council wishes to follow for the budget season.